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TO CEOS MEMBERS, ASSOCIATES AND SPECIAL GUESTS

Dear Colleagues,

Following our 2nd announcement of 30 May 2003, attached you will find additional details regarding the 17th Plenary to be held in Colorado Springs 19–20 November 2003 at the Broadmoor Hotel including the preliminary agenda.

I would like to particularly encourage all CEOS Agency Principals to participate in our upcoming Plenary. As we have seen at the July 31 Earth Observation Summit, Earth observation issues are now being actively addressed at Ministerial level, with country and international organization participation being conducted at senior level in the follow-on Group on Earth Observations (GEO). CEOS has over the years made major contributions to such heightened awareness of Earth observation, so it is critically important that we be prepared to engage on a number of vital issues which we expect to address at the Plenary. I also invite each CEOS agency to review the list of Action Items from last year's Plenary (attached) to ensure that specifically-addressed actions have been completed.

Plenary week events will commence with a CEOS Special Event on 18 November, from 14:30–17:30 which will focus on CEOS' strategy for increasing Earth observation data utilization and CEOS' education, training and capacity building efforts. You are encouraged to attend this event organized by the CEOS Utilization Task Force, the CEOS Working Group on Education and Training and the CEOS WSSD Follow-up Program.

The Secretariat has made every effort to strongly encourage those attendees requiring U.S. visas to begin their paperwork as soon as possible within their own governments. The new visa process may be more time-consuming. New passport regulations go into effect, in the U.S., on 1 October 2003. To ensure your participation at the Plenary, please do not delay applying for a visa if one is necessary.

CEOS Secretariat

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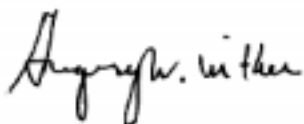
A block of rooms has been set aside for the 17th CEOS Plenary. However, due to a competing event at the venue location, rooms are on a first come, first served basis. To take advantage of the group rate, please be sure to make your reservations no later than **15 October 2003**. A registration form can be found in the attached prospectus.

As previously highlighted, NOAA will use the CEOS web site (www.ceos.org) to distribute documents relating to the 17th Plenary. To allow participants time to thoroughly review materials in advance, a deadline of **15 October 2003** has been set for the submission of all documents and materials to CEOSPlenary@strategies.org.

As with previous Plenaries, we will only be able to devote a limited amount of meeting time to individual CEOS agency presentations on this past year's significant events. We therefore strongly encourage CEOS agencies to either submit reports on this year's accomplishments in advance or to bring copies to distribute on site. Detailed instructions for preparation of Plenary documents are included in the attached prospectus for your information.

If you have any questions or concerns, please do not hesitate to contact us via e-mail at: CEOSPlenary@strategies.org.

Sincerely,



Gregory W. Withee
CEOS Chair
Assistant Administrator for Satellite and Information Services
National Oceanic and Atmospheric Administration

(Attachments)

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